# Judicial Assistant Case Manager

**Job Description**

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| Department: | Justice Court |
| Position: | Career Service |
| Grade: | 722 |
| Supervisory: | Lead<br>Assistant Justice Court |
| Reports to: | Administrator or Justice Court Administrator |

**Summary**

Under minimal supervision of the Justice Court Administrator or Assistant Justice Court Administrator, performs complex legal clerical work within established and frequently changing policies, procedures, and guidelines. Conducts complex administrative duties designed to expedite the functions, actions, judgments, processes, and procedures associated with the office of the Utah County Justice Court. Duties require meeting strict deadlines, sustained attention, and a high degree of accuracy. Incumbents possess advanced experience in accounting processes, specialized case processing, and courtroom duties. Provides guidance to other Judicial Assistants and functions independently.

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Oversee the process of receiving, docketing, and filing incoming citations and complaints; ensure the integrity of the court docket; open, sort, and process mail; administer fines based on the State of Utah Uniform Fine Schedule court standing orders or as approved by a Justice Court Judge.
2. Audit and reconcile daily receipts; resolve discrepancies, process bail, state debt, traffic school, and other court-ordered fees.
3. Receive and process requests for small claims proceedings; prepare affidavits and orders; explain procedures, set hearings, and initiate docketing; collect fines and fees, as needed.
4. Manage and prioritize the calendar of events such as trials, arraignments, sentencing, hearings, and motions; ensure involved parties are notified in a timely manner; prepare notices of trial and pre-trial; perform confidential secretarial duties and prepare legal correspondence, as needed.
5. Review citation abstracts; monitor payment records of defendants to ensure conformity to judgments and payment schedules; prepare pleadings for failure to appear; accept money for bail forfeitures and fines; issue receipts.

For Office Use Only

Job Code: 6152
Job Title: Judicial Assistant Case Manager
FLSA: Non-Exempt
Effective Date: 11/7/2026
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor

6. Prepare, with approval and instruction from a judge, multiple court documents such as decisions, judgments, and arrest and bench warrants; issue warrants and orders to show cause, as directed; send copies to Police/Sheriff Department(s); notify agencies of arrests; schedule appropriate hearings; enter case information into database; maintain tickler files and monitor when payments are due.
7. Prepare filing, case disposition, and other related reports; forward or route documents and reports to allied government agencies; maintain communications with agencies associated with the criminal justice system, including police department warrants divisions, bail bondsmen, prosecuting attorney offices, defense attorneys, public defenders, adult probation officers, and County offices.
8. Prepare various reports, memoranda, forms, abstracts, appeals, and other court documents; research source documents for relevant data, as needed; transmit materials according to established procedures and deadlines.
9. Perform multiple in-court duties under close supervision; take minutes and maintain record of court proceedings; make minute entries; open and close court, as required; administer oath to witnesses and jurors; mark, handle, maintain and release exhibits; arrange for interpreters and for video in custody hearings with jails throughout the state.
10. Receive and docket notices of appeal; balance, verify, and prepare daily deposits.
11. Provide training and assistance to new and existing staff; serve as a resource or team leader for Judicial Assistants on complex issues and special processes; may review reports, records, and work products for accuracy and compliance.
12. Inform Justice Court Judges of docket status and schedule; may obtain potential juror list and process according to court procedures.
13. Input and retrieve criminal information as needed to comply with record keeping requirements; may serve as the Terminal Agency Coordinator (TAC).
14. Perform the duties of the Judicial Assistant and Senior Judicial Assistant as required.

**Knowledge, Skills, and Abilities**

- Considerable knowledge of legal terminology and modern legal practices
- Knowledge of court practices, procedures, organization and jurisdictional requirements of the court system
- Knowledge of Justice Court policies and procedures and laws, codes, or regulations relevant to work performed
- Skilled in operating standard office equipment
- Skilled in word processing, data entry, and spreadsheets
- Skilled in using various software programs unique to the Justice Court
- Skilled in auditing and bookkeeping
- Skilled in mentoring and on-the-job training
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to communicate effectively, both verbally and in writing
- Ability to work independently, understand broad objectives and follow general instructions
- Ability to distill relevant and useful elements from vast amounts of information

- Ability to coordinate multiple tasks efficiently and work well under pressure and impending deadlines
- Ability to train and lead others
- Ability to maintain cooperative working relationships with those contacted during the course of work activities

**Supervisory Responsibility**
This position has no direct supervisory responsibility but serves as a coach, lead, and mentor to other positions in the department.

**Work Environment**
This job operates in a professional office environment. Work may expose the incumbent to high-stress situations, including contact with the public in confrontational, emotionally charged, or uncomfortable circumstances. Work requires frequent contact with inmates and the public, which exposes incumbent to others' illnesses. This role routinely uses standard office equipment such as laptops, desktops, smartphones, photocopiers, shredders, filing cabinets, and scanners. The noise level in the work environment is usually moderate.

**Physical Demands**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and listen. Specific vision abilities necessary for this job include close vision and ability to adjust focus. The employee is required to type, file, and lift or move supplies up to twenty (20) pounds.

**Position Type/ Expected Hours of Work**
Incumbent must work forty (40) hours each week to maintain full-time status. The expected work hours are 8:00 am to 5:00 pm, Monday through Friday. Occasional evening and weekend work may be required as job duties demand.

**Travel**
Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

**Required Education and Experience**
1. High school diploma or equivalent.
2. Seven (7) years of general clerical support work experience, including three to four (3-4) years of proficient work experience as a court clerk.

3. Equivalent combinations of education and experience may also be considered.

**Additional Eligibility Qualifications**

1. Incumbents are required to take and successfully pass ten (10) hours approved coursework annually.
2. Selected applicants must take an oath of office per Rule 3-303 of the Utah Code of Judicial Administration (UCJA), administered by the judge within one week of employment, swearing to support and defend the United States and Utah Constitutions and to discharge their duties with fidelity.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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